

# TOWN OF HERNDON



Department of Community Development, P. O. Box 427, Herndon, Virginia 20172-0427

## APPLICATION FOR APPROVAL OF A PRELIMINARY SUBDIVISION PLAN REQUIRING A PUBLIC HEARING in accordance with § 70-202 of the Herndon Town Code

Submittal of this form with original signatures is **required.** *PLEASE PRINT OR TYPE (Unless otherwise indicated.)*

Zoning of Subject Property:

Project Name:

Address of the Subject Property (including apt/suite #):

Description of the Proposed Subdivision:

Name and role of principal contact for this application:  
(property owner, agent authorized to act on behalf of  
property owner, or contract purchaser):

Mailing Address:

E-mail address

Telephone #:

FAX #:

The undersigned hereby applies for and requests appropriate public hearings to consider approval of a Preliminary Subdivision Plan under the provisions of § 70-202 of the Herndon Town Code.

***I hereby affirm and certify that:***

- The information provided on this form is true and correct to the best of my knowledge.*
- The requirements associated with this application have been read and are understood.*
- The use of land noted above is proposed in conformance with all provisions of the Town of Herndon, Virginia Zoning Ordinance and Subdivision Ordinance regulations to the best of my knowledge.*

Signature of Applicant (Properly Owner, Contract Purchaser, or Authorized Agent)

Date

**APPLICATION FOR APPROVAL OF A PRELIMINARY SUBDIVISION PLAN  
REQUIRING A PUBLIC HEARING - continued**

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**TO BE SUBMITTED WITH THIS APPLICATION** (Subdivision Ordinance § 70-201 and Zoning Ordinance § 78-201.3)

- ☐ Name and title of all Co-Applicants (Property Owner(s), Contract Purchasers, and Agents Authorized to Act on Behalf of the Property Owner) with respective mailing addresses, telephone numbers, fax numbers, and e-mail addresses;
- ☐ A water quality impact assessment (if the use is located in the Chesapeake Bay Preservation Overlay District);
- ☐ A statement of from the landowner authorizing an agent to act on their behalf (if applicable);
- ☐ If a pre-application conference took place, a statement indicating the date and time a pre-application conference was held with the Town, as well as a list of participants in the conference;
- ☐ If a neighborhood meeting was held prior to application submittal, a statement indicating the date, time, location, invitation list, number of attendees, and outcome of a the meeting;
- ☐ A receipt or other documentation indicating that taxes have been paid on lands subject to the application (may be obtained when application is filed);
- ☐ Nine sets of plans or drawings prepared in accordance with the standards specified in the Zoning Ordinance;
- ☐ All other items listed in Zoning Ordinance § 78-201.3;
- ☐ Application Fee and Review Fees.

*Certification, in a form prescribed by the Zoning Administrator, that public notification regarding a public hearing has been given in accordance with § 78-201.9, Public Notification, shall be submitted upon completion of proper notification by the applicant.*

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**For Office Use Only:**

Application Received by:	Case No.:
Tax Map Reference:	Status of Taxes: <input type="checkbox"/> Paid <input type="checkbox"/> Delinquent
Fees Paid:	Date: